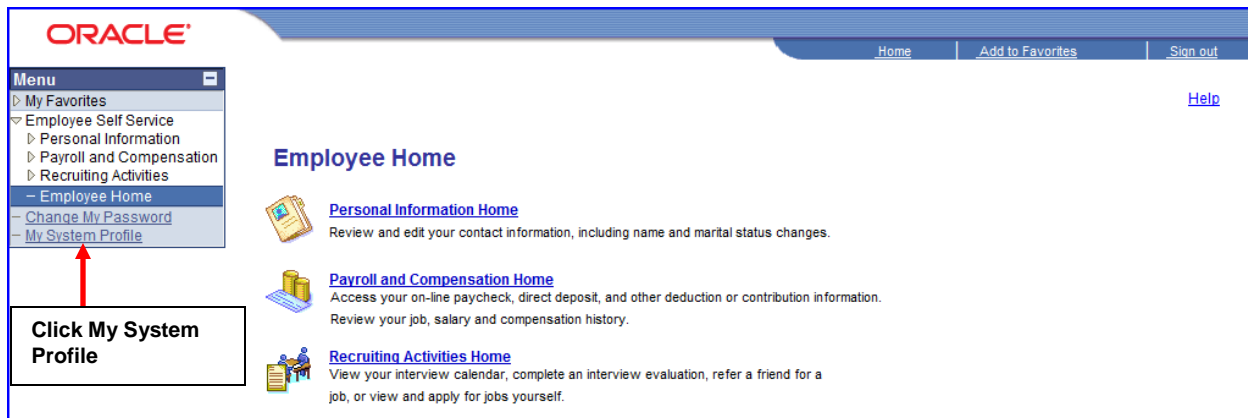


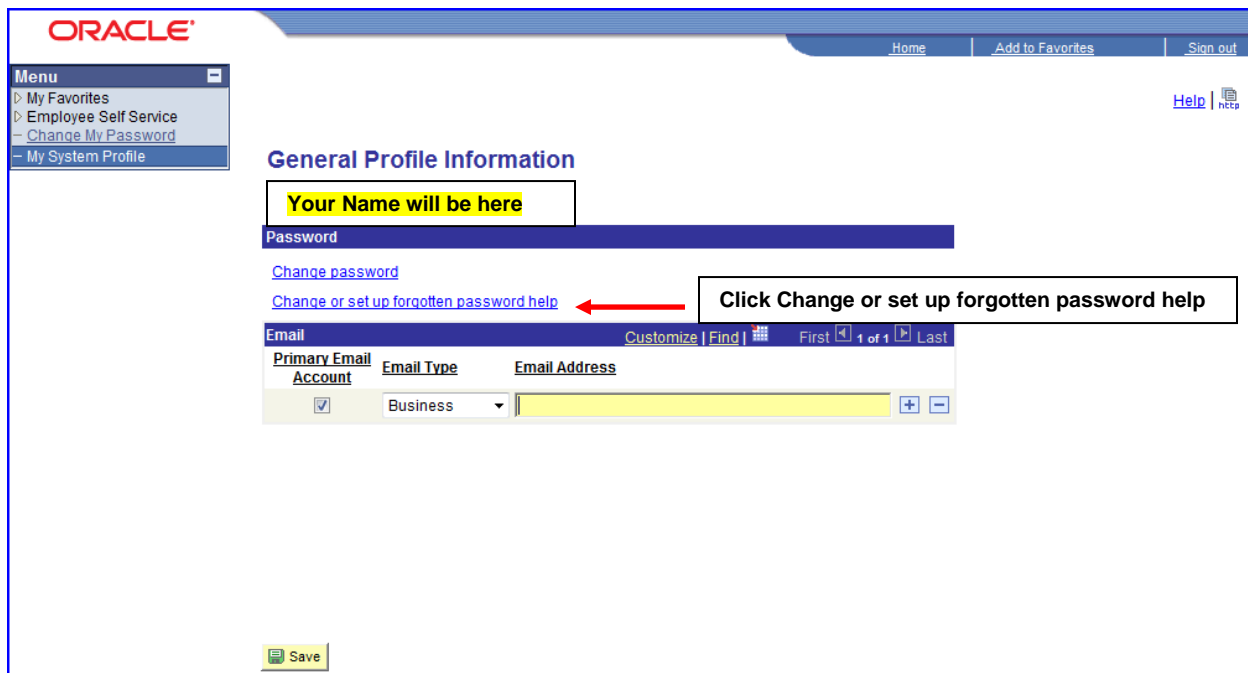
Step-by-Step Guide for My System Profile

There are passwords for everything these days, and sometimes we forget them. To make it easier to retrieve your password at a later date if you've forgotten it, you should set up your system profile before doing anything else in Employee Self Service.

Log in to your Employee Self Service Account
Click on the left menu the link My System Profile



The General Profile Information page will be displayed for you



When you click the Change or set up forgotten password help link you will be taken to the following page

ORACLE Home Add to Favorites Sign out Help nctp

Menu
 ▸ My Favorites
 ▸ Employee Self Service
 ▾ My System Profile

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question: Step 1: Click the down-arrow to see the list of questions to choose from, select a question by clicking on it

Select from the list of questions.

Response: Step 2: Type the answer to the question you selected

Step 3: Click OK when finished

Should you ever need a password in the future, the system will use the question you selected here as an identifying question to verify your account belongs to you when you click 'I forgot my password'. The system will expect you to answer the question validating your answer when you click 'I forgot my password' against the Response you have given on this page.

You will be taken back to the General Profile Information page when you click the OK button

You must now indicate on the General Profile Information page where the system should email a new password if you ever click 'I forgot my password'.

ORACLE Home Add to Favorites Sign out Help nctp

Menu
 ▸ My Favorites
 ▸ Employee Self Service
 ▾ Change My Password
 ▾ My System Profile

General Profile Information

Your name will be here

Password

[Change password](#)
[Change or set up forgotten password help](#)

Email Customize | Find | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	<input type="text"/>

Step 1: The Primary Email Account box must be checked Step 2: Select an Email Type. Click the down-arrow to see a list of values Step 3: Type in the email address where you would want a new password sent if you forget your password

Step 4: Click the Save button to save your work

Your profile has been set up. If you ever forget your password you will now be able to ask the system for a new one by clicking the link at the Employee Log In page titled 'I forgot my Password'.

Note: The forgotten password link will only work if you choose it **BEFORE** the 3rd attempt at login.